

STANDARD OPERATING PROCEDURE FOR FIELD TRIPS

Department of Earth and Environmental Sciences, University of Kentucky

1. **Field trip policy statement:** All students taking part in a Department field trip must read and sign the Department of Earth and Environmental Sciences Field Trip Policy Statement. The faculty member leading the trip will collect the agreements prior to departure. If students take more than one field trip in a course, a faculty member may have each student sign a single form at the beginning of the semester. Field trip leaders will abide by and enforce the rules of Department's field trip policy statement.
2. **Health forms:** A faculty member who leads a field trip must have a completed health form for all field trip participants (including TAs, drivers, and instructors), regardless of the duration of the field trip. Health forms should be kept with the first aid kit and sealed so no one can examine except in an emergency. Each field trip participant has the option of submitting a health form in a sealed envelope with his/her name on the envelope, but, if a participant chooses to use an envelope, the instructor may ask the participant whether he/she has any potentially life-threatening health conditions that the instructor should know about. Health forms must be returned to the student or shredded at the end of the field trip or at the end of the field trip season. Students should be encouraged to retain copies of their health forms so they can be used for future field trips but they should also be sure to review and update if anything changes.
3. **Safety lecture:** A field trip leader will give a short instruction about safety issues before the trip begins. This safety instruction should include any general and trip specific issues. This should include items such as ticks, snakes, poison ivy, spiders, and bees. Also instruction about behavior on uneven ground and around steep cliffs should be covered. All participants should know where to find the first aid kit.
4. **First aid kit:** A first aid kit must be taken on all field trips, regardless of the duration of the trip. A field trip leader must take the responsibility of learning at least basic first aid skills.
5. **Report of accident, injury, or illness:** In the event of an accident/injury/illness during a field trip, the field trip leader must fill out the Department's accident/injury/illness form and must advise the student to follow up at the Student Health Services or personal physician after the field trip. Accident/injury/illness forms must be kept with the first aid kit and turned in to the Department following the field trip. The field trip leader must phone the emergency contact person on the Health Form if the accident, injury, or illness is serious or potentially serious.
6. **Preventing foot injuries:** Field trip leaders must insist that all participants wear sneakers or boots while working in the field. Sandals or flip-flops are not acceptable for field trips. When visiting some industrial sites steel toe shoes and other foot protection may be required.
7. **Personal Protection:** Safety glasses will be worn whenever using a rock hammer and safety vests will be used when working along roads or any location during hunting season. Hard hats may be required at some industrial sites.
8. **Student field teams:** Whenever students will be working out of sight or hailing distance of the field trip leader, they must work in groups of at least three so that one can go for help while another stays if someone is injured. If students are working in wooded or brushy areas, field trip leaders should consider requiring each student to carry a whistle and a roll of fluorescent flagging tape so that the route to an injured person can be marked by the person going for help.
9. **Itinerary and emergency contact information:** Before the field trip departs, the field trip leader will forward a copy of the Department's field trip itinerary and emergency contact information form to Department office. This form must list all field trip participants.
10. **Second-in-command:** A field trip leader should always have a designated second-in-command in the event of accident or injury to the field trip leader. The field trip leader should not be the only person who knows the itinerary, emergency contact information, and location of cell phone(s) and first aid supplies.
11. **Vehicle use:** Personal vehicles may not be used for field trips. Only University vehicles or vehicles rented by the department may be used for field trips. Only drivers authorized by the University are permitted to drive a vehicle on a field trip, and drivers must abide by all rules outlined in the University Vehicle Use Policy. In particular, policy requires that the driver and all passengers wear seat belts. The number of passengers in the vehicle must not exceed the number of seatbelts available. The use of seatbelts is required in all states even if the current location does not have that requirement. All drivers must do a visual inspection of vehicle condition before the start of the trip and each day on multiple day trips. Tires should be visually inspected and mirrors should be adjusted before moving vehicle. Oil and fluids should be checked every time that fuel is purchased.

12. **Limitations on driving:** Drivers should be well rested, alert and physically healthy. Multiple drivers should be used for long trips so primary drivers can get a rest, alternating driving duties to maintain safe conditions. Department vehicles should not be operated more than 16 hours of each 24-hour day, except in emergencies.
13. **Avoiding missing persons:** Each time the field trip leader loads up the vehicles(s) for departure, he/she should do a head count in each vehicle to make sure that all students are present. At the end of a field trip, the leader should double-check to make sure that everyone has, in fact, returned safely to campus.
14. **Lodging:** Field trips that involve overnight stays will have lodging separated by gender. If staying at hotels, motels or other lodging locations, each room will be assigned for a single gender. If tents are used for the trip opposite genders will not share the same tent.
15. **Clean-up:** Following a field trip, all equipment must be cleaned and put away. Any broken or missing items must be reported to the Department staff. Tents and coolers must be dry before being put away. Tents must be put away with all pieces intact so that the next person who wants to use the tent can count on a complete tent.
16. **Vehicle Return:** Following the trip the vehicle(s) should be returned with no less than $\frac{3}{4}$ tank of gas. Drivers are responsible to clean the trash from the vehicles and if needed running the vehicle through a carwash for interior and exterior cleaning. Any problems with the vehicles should be noted on the trip ticket and pointed out when returning keys. Keys need to be returned the same day or the next day before 9:00 am. If the vehicles will be used on another trip within several hours of the first trip arrangements need to be made to transfer the keys between trip leaders.

Field Trip Policy

Department of Earth and Environmental Sciences, University of Kentucky

The Department expects all students to conduct themselves on field trips with maturity and respect for others and to behave in a manner that will allow us to be welcome at field trip and lodging sites in subsequent years. Failure to do so jeopardizes field trips for future students. In addition to this general expectation, the Department has established specific policies on a number of issues that have been particular problems in the past:

- 1) Safety is paramount. A student who willfully endangers the safety and welfare of him/herself or another will be required to leave the field trip and return home at the student's own expense.
- 2) All field trips in the Department are "dry" and drug-free. This means that students who go on field trips agree not to consume alcoholic beverages of any kind or to use illegal substances for the duration of the field trip. Exceptions to this rule may be made by the field trip leader in the matter of alcohol consumption after the day's activities are concluded and students are on their own time. No underage consumption will be tolerated at any time. No alcohol or nonprescription drugs will be allowed to be transported in University vehicles or vehicles officially rented for field trips. At the discretion of the field trip leader, a student or students violating this rule will be required to leave the field trip and return home at the student's own expense. Rationale: Field trips are an extension of classrooms and so campus rules regarding drugs and alcohol apply.
- 3) All students who operate vans for field trip activities must be recognized by the University as qualified drivers. Qualification to operate vans being a University of Kentucky employee, five years of driving experience with a valid drivers license, clean driving record verified by risk management and completion of the 12-15 passenger van safety training. The field trip leader will use his/her discretion in deciding which qualified students will drive the vans. Rationale: only properly qualified drivers are covered by University insurance. We will not allow students to put themselves or other students at risk by driving without qualification.
- 4) The field trip leader will hold all van keys during off hours, and students will not normally be permitted to drive the vans if not accompanied by the field trip leader. Rationale: students have abused this privilege in the past and have taken unauthorized trips into town to purchase alcohol and so forth.
- 6) Students will not be permitted to smoke or "dip" in the vans, inside tents, or when they are with the group. Students wishing to smoke or "dip" must do

so away from other people in the group. Rationale: this policy is based upon consideration for others in the group (many of whom find both cigarette smoke and the spitting that comes with “dipping” offensive), or the mess that results from spit cups and from cigarette butts and ash, and on avoiding the fire hazard of smoking inside a tent.

- 7) Field trip participants will take part in activities of the field trip group or one of the field trip subgroups at all times. Permission for exceptions to this rule must be obtained from the field trip leaders. Rationale: Field trip leaders need to know where participants are at all times both for logistical and safety reasons. In rare instances when field trip leaders give permission for other activities, participants must be in groups of two or more. Participants will normally not be given permission to go off by themselves.
- 8) Modern electronics can be a useful tool and safety device. Exchange of contact information is encouraged and the use of these tools is welcomed. Geology field trips are often to locations with un-even ground with many hazards. Electronic devices should only be used in a standing non-moving or siting position. Headphones can be used while riding in the vans as a non-driver but headphones should not be used while conducting field work. Rationale: Because we need to be aware of our surroundings your attention should not be distracted by the electronic device. Hearing instructions are important and being able to hear warnings must not be limited. Warnings can come from nature such as rattle snakes and other animal sounds.
- 9) Field trip leaders will make the final decision on whether any proposed activity is appropriate or not, and participants will abide by that decision. Rationale: Because we are traveling as a group, the needs of the group outweigh the desires of individuals. Leaders will take into account safety factors as well as interests and abilities of those in the group in making the decision.
- 10) When students return from a field trip, each person will be responsible for helping to clean the equipment and return it to its proper spot in the storeroom. Rationale: Students who have participated in a field trip have a responsibility to return equipment that they have used to its proper storage place and in good, clean condition. This is not the sole responsibility of the faculty and departmental staff.

I have read the Department Field Trip Policy and agree to abide by the rules outlined therein.

Printed Name: _____ Student ID: _____

Signature: _____ Date: _____

Field Trip Itinerary and Emergency Contact Information
Department of Earth and Environmental Sciences, University of Kentucky

Submit the following information when picking up vehicle keys or before leaving on any fieldtrip.

Name of course:

Field trip leader(s):

Dates of trip:

Field trip itinerary:

Field trip leader's cell phone #:

Other emergency contact information:

Overnight accommodations (if any, including address and phone #):

List of all participants, including TAs:

Report Form for Accident, Injury or Illness
Department of Earth and Environmental Sciences, University of Kentucky

Student's Name: _____

Date: _____

What happened? (Including symptoms):

What treatment(s) were given?

Taken to hospital/clinic? YES NO

If YES, Where:

Relevant medical history, allergies & medications:

EES Department policy is that all students who become ill or injured must seek medical consultation at the University Health Services or their personal medical provider for follow up evaluation and/or care.

I acknowledge that I have been advised to follow up with Student Health Services.

Student's signature _____

Person filling out report: _____